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Approved For Release 2005/08/24 : CIA-RDP62-00939A000100060013-1

DIVISION TRAINING OFFICERS MEETING

18 February 1955

ATTENDANCE:

[Empty box for attendance list]

UNFINISHED BUSINESS

1. CIA Regulation [] "Release of Materials to Foreign Intelligence Services," is now available. The category for what kind of material can be given should definitely be stated on the request.
2. Requirements for Area and Language Training FY 1956-57. Training Officers were reminded that the deadline for getting requirements into the Chairman, CSTC is 11 March. The OTR deadline is 15 March.
3. Requirements for [] Training. The committee is awaiting the response from DD/P, and it was requested that requirements be sent in to the Chmn, CSTC as soon as possible. There are three ways in which requirements should be listed: 1) number of trainees, 2) nationalities of trainees, 3) kind of training required.
4. Deadline for Training Requests. Training Requests must be in the Staff Training Offices by the deadline for registration of a course in order to insure enrollment.

NEW BUSINESS

1. Security Consideration in External Training. The Security Office has requested that Requests for External Training Form No. 51-133 be sent to Security in order to give them 2 weeks time to process the request. Also, in order to allow sufficient time for processing in the Language and External Training Division/OTR, TO's should send requests through enough in advance of the starting date of courses to allow for this.

Attention was called to the fact that people taking external training on their own should inform their supervisor and also the Security Office. A new regulation signed by the DD/S will come out soon regarding this.

2. DD/P Training Report. A memorandum will be sent to the DD/CI stating that the DD/P logged 1626 man weeks of training during the quarter, Dec to Feb 55, which represents 4.64% of DD/P personnel available for training.

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JOB NO. [] BOX NO. [] FLD NO. [] DOC. NO. [] NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS SC RET. JUST. 22
NEXT REV DATE 29 REV DATE 6/19 REVIEWED [] TYPE DOC. 63
NO. PGS 2 CREATION DATE [] ORG COMP [] C/PII ORG CLASS S
REV CLASS C REV COORD. [] WITH: HR-20-3

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3. Registration and Enrollments. Enrollment in the current Admin Refresher is quite low and TO's were requested to try to register people for the next course. The suggestion was made that the 11 July running of Phase 3 be cancelled and a Phase 2 course substituted in its place as there is a considerable backlog of Phase 2 registrations at the present time. TO's are to consider how this would affect their registrations and report at the next meeting.
4. Proposed New Courses. Courses on "The Conduct of a Liaison" and "Economic Warfare" are proposed. TO's are to check on whether or not there is a requirement in their Division.
5. Spring Language Training. Attention was called to the Supplement to the Spring Language Training Bulletin which has been distributed and to the courses beginning on 7 March.

It was announced that persons not adhering to classroom and lab requirements in language training will be so notified and receipt of a third notice will constitute an automatic withdrawal from the course.
6. Quotas. Quotas are now being revised and will be sent to the Divisions.

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